

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

This instruction should be filed behind
the divider for Part III of DPM
Chapter(s) 12 & 19

DPM Instruction No. 12-27 & 19-2

SUBJECT: Eligibility Guidelines for Employee Length of Service Pin

Date: August 23, 2004

1. Purpose

The purpose of this instruction is to supplement and update the provisions in Chapter 19 of the District Personnel Manual (DPM), Incentive Awards, Part II, Subpart 3 – Honorary Awards, concerning employee eligibility to receive certificates and pins recognizing District government service.

2. Authority

- a. Chapter 19 of the DPM, Part II, Subpart 3, § 3.4 – Length of Service Award; and
- b. Chapter 12 of the DPM, Hours of Work, Legal Holidays and Leave, Part II, Subpart 10 – Excused Absences.

3. Provisions

a. Eligibility

- (1) Each individual employed in an agency under the personnel authority of the Mayor who has completed at least 10 years of District government service by January 1 of each year is eligible to receive a “length of service” certificate and pin in recognition of his or her years of District government service.
- (2) Employees who have completed between 10 and 29 years of District government service by January 1 of each year will receive a length of service award consisting of a 10-year or 20-year commemorative pin, personalized certificate, and a letter from the Mayor or agency head.
- (3) Employees who have completed 30 or more years of District government service by January 1 of each year will receive a length of service award consisting of 30-year commemorative pin, a letter from the Mayor, and a personalized certificate. Additionally, a ceremony will be conducted every year to recognize employees with 30 or more years of District government service.

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]

Inquiries: DCOP, Policy & Program Development Services, Performance Management Unit (202) 727-1742

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b. Administrative leave

- (1) Pursuant to Chapter 12 of the DPM, Part II, Subpart 10 – Excused Absences, and subject to supervisory approval, employees with 30 or more years of District government service who are receiving a length of service award, as well as other employees designated to serve as volunteers at the annual event may be granted administrative leave for a pre-determined period to attend annual employee length of service recognition ceremonies.
- (2) Employees will be informed of the amount of administrative leave to be granted, date, time, and location of ceremonies electronically or by other means of communication.

4. **Contact**

For additional information, please contact the DCOP, Performance Management Unit, 441 4th Street, N.W., Suite 836 South, Washington, D.C. 20001, (202) 727-1742.

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